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15 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

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1. I have asked [] to look into the possibility of setting up language courses for dependents only in French and Spanish with a target date of January. If we run such programs, they would be at hours convenient for women who have responsibilities for school children. We would probably establish a 1 to 1+ level (100 - 200 hours of instruction) as our goal with emphasis on vocabulary most useful to the dependents.

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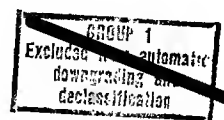
2. At the suggestion of our Management Improvement Group, June [] has started a descriptive catalog of all the tapes which she has available for loan in the Library. As opposed to the technicians' catalog, which contains information chiefly of use to faculty and staff, the new catalog will be directed at the consumer. Index cards will contain a prose description of each tape series, including its contents, format, degree of difficulty, and suggestions for use. We have had catalogs available in the past, but the information has been sketchy at best. The new approach should prove very useful to our tape customers, who continue to grow in numbers.

3. We were gratified to obtain approval from EA/OTR to give parking permits to our part-time students as well as our full-time students. It is precisely the part-time student, often attempting to do office work and squeeze in language training where he can, who needs to be spared the extra burden of looking for a parking space around the School.

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4. Encouraged by the favorable reception given the first issue of Language Highlights, the staff of the Language School has begun preparing materials for the next issue, targetted for publication in mid-December. Among others, articles on the following topics will be included: the external training facility at [] and the concept of "total immersion"; the purpose of the Modern Language Aptitude Test (MLAT); proficiency testing; Spanish programmatic instruction; the

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CS language maintenance program; and the newly-expanded cassette program. In addition, in an effort to reflect to a greater degree language developments throughout the Agency, arrangements have been made to include in the issue an announcement of the exhibit of [] operations and services which will be held at Headquarters in January, as well as an article on the Foreign Language Service Center (FLASC) located in the Headquarters library. 25X1A7a

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5. [] went to Headquarters to meet with officers of FE and Commo to discuss future training requirements. A lengthy discussion was held with Commo/SPD on the development of aural comprehension courses specifically tailored to their needs.

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6. [] conferred with Dr. Clelland Harris, Chief/Department of Romance Languages at FSI, about State Department's Programmatic Spanish course and about the future of the Romance Roundtable which we instigated last May. Dr. Harris expressed interest in continuing these monthly meetings and agreed to host the next Roundtable at FSI on 10 November.

7. We have ordered a series of slides in Spanish which depict the most frequent gestures of Spanish speakers. Tapes and commentary accompany the slides for classroom use.

8. Six months ago all components who might possibly request training in Arabic were contacted regarding future requirements, and all replied that they foresaw no further use for the Language School's services in this area. Having been assured by our consumers that they could do without Arabic instruction, we released our faculty and folded our tent. In the last few weeks we have received requests from both AF and OC to re-establish the Arabic program to meet requirements of five or six students in early 1972.

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9. We requested the permission of Chief, Operations School to use [] to help in the production of some Rumanian tapes. The tape project will probably take about 10-20 hours of his time.

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10. A large group of Spanish students and instructors went to [] this week and made good use of the facility. To provide a framework for conversation in Spanish during the four-day session, the group did several simulations of real-life situations: a town meeting, a news conference, and a typical [] party.

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11. Language School Statistics Week of 4 - 8 October 1971:

Students

Full-time - 66
Part-time - 223 (98 BAHLT)
(76 Hqs.)
TOTAL.....289

Classes

Full-time - 32
Part-time - 48 (9 BAHLT)
(11 Hqs.)
TOTAL.....80

Laboratory Hours:

Language School - 125
Headquarters - 110

There were 29 proficiency tests given.



Chief, Language School

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